

Personnel Monthly

State Personnel Department

Hurricane Evacuation Preparedness

The 2008 Hurricane Season is well underway, with major hurricanes Fay, Gustav, and Ike already wreaking havoc on the Gulf Coast. Hurricanes bring dangerous weather and the safety of Alabama's citizens is of the utmost importance. To help the citizens of Alabama prepare for potential hurricanes, the Alabama Department of Transportation has issued a Hurricane Evacuation Guide. Highlights from the guide are listed below. For complete hurricane information and a printable guide, please visit the Alabama Department of Transportation at www.dot.state.al.us. Please be prepared and stay safe!

- If you are in the projected path of the storm, listen to the evacuation advice or orders of emergency officials and do not delay your departure. Everyone should plan well in advance of hurricane season.
- Your needs and those of your family should be the primary factors considered when determining your plans before, during, and after a hurricane.

- Assemble a disaster supply kit. Keep important documents such as insurance and medical information in a waterproof container. Don't forget essential medication.
- Map out your route. Be familiar with the evacuation routes in your area.
- Locate shelters or hotels ahead of time. If evacuating, be prepared to drive inland as far as necessary to find shelter.
- Stay tuned to local radio and television stations for emergency information.
- Secure your home to help reduce damage.
- Make arrangements for your pets.
- Bring extra cash; banks and ATMs may be inoperable.
- Fill your vehicle with gas, and be sure your evacuation

vehicle is properly serviced and in good working order.

- Never try to drive through water.
- If necessary, the I-65 southbound lanes will be reversed so that all lanes will carry north-flowing traffic. However, do not delay your evacuation in anticipation of a lane reversal on I-65 because lane reversals are not automatic in every hurricane. Should a reversal become necessary, you will be advised through local radio and television stations.
- State law requires motorists to move fender bender accidents out of the travel lanes to the shoulder of the road.
- Law enforcement and ALDOT personnel will be posted at each exit to help direct traffic.
- The Alabama Service Assistance Patrol and law enforcement will patrol I-65 and be available to assist motorists.

Hurricane Evacuation Routes

FROM MOBILE COUNTY:

- CR-59 to US-90 to I-10 to I-65 NORTH
- SR-188 to I-10 to I-65 NORTH
- I-10 to I-65 NORTH
- US-98 to Mississippi Line
- US-45 to Washington County to Mississippi Line
- US-43 to Washington County Line



FROM BALDWIN COUNTY:

- SR-59 to SR-287 to I-65 NORTH
- US-98 to I-10 to Exit 44 to SR-59 to SR-287 to I-65 NORTH
- CR-20 to CR-83 to CR-87 to CR-112 to US-31 to CR-47 Exit 47 to I-65 NORTH

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September 2008

Special points of interest:

- **State Personnel Training Schedule**
- **Donated Leave Requests: Your fellow State employees need your help!**
- **Disney on Ice is coming to Alabama!**

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WE SAVE CAR GIVEAWAY

Don't forget to activate your WeSave card by October 16th for a chance to win a FREE CAR! The winner will be notified by WeSave on October 23rd. You will automatically be entered for the drawing when your card is registered at www.wesave.com!

Ask Sharon: Professional Development Conference in December!

The State Personnel Department and the College of Continuing Studies at the University of Alabama are proud to announce an upcoming Professional Development Conference for State Secretaries and Administrative Assistants. The Conference will be held from December 2 through December 4, 2008 in Orange Beach, Alabama. The Conference will return to the beautiful beaches and warm weather found at the stunning Peridio Beach Resort.

The conference will provide an opportunity for Secretaries and Administrative Assistants from all regions of the State of Alabama to stay up-to-date on the newest trends in their field and to create and maintain a network of their peers. The Conference Plan-

ning Committee has confirmed inspirational presentation speakers who are true profession-

als in their respective fields. The speakers for the conference will be Stace Bottiger from the State Personnel Department, Jackie Taylor Thornton from Kelly Aerospace, Carol Singletary from the State Employee Injury Compensation Trust Fund, Martha J. Gaines from the Department of Public Health, and Martha Ann Hill from



Fireball Enterprises. The Planning Committee hopes that everyone who attends the Professional Development Conference will return to the workplace not only with new tools to help them perform their jobs, but also with a newly inspired, refreshed and energized outlook.

The registration cost for the conference remains at the modest price of \$215.00. For more information and a printable registration form, visit the State Personnel Department website at www.personnel.state.al.us. On behalf of the State Personnel Training Division, the College of Continuing Studies at the University of Alabama, and the Conference Planning Committee, we look forward to seeing you in Orange Beach!

Personnel Training Schedule—October, November & December 2008

The seminars listed below are being offered October through December. All training offered by Personnel is free to the employee and the agency. For more information visit the State Personnel Department website at www.personnel.state.al.us. To register for a class, please see your agency's training coordinator. We look forward to seeing you in class!

October 8-9: Dynamics of Supervision in Montgomery

October 15: Performance Appraisal for Supervisors in Montgomery

October 16: Progressive Discipline in Montgomery

October 21: Family and Medical Leave Act in Montgomery

October 23: Employment Law for Supervisors in Mobile

October 24: Sexual Harassment Prevention in Mobile

October 28: Employment Law for Supervisors in Montgomery

November 4: Family and Medical Leave Act in Montgomery



November 5-6: Dynamics of Supervision in Montgomery

November 13: Interview and Selection in Montgomery

November 18: Customer Service in Montgomery

November 20: Sexual Harassment Prevention in Montgomery

December 11: Employment Law in Montgomery

December 16: Performance Appraisal for Supervisors in Montgomery

December 17: Progressive Discipline in Montgomery

Hurricane Evacuation Routes, Continued

FROM ESCAMBIA COUNTY AND ESCAMBIA/SANTA ROSA COUNTY FLORIDA:

- FL SR-97 to AL SR-21 to I-65 NORTH
- US-29 to I-65 NORTH

FROM COVINGTON AND OKALOOSA COUNTY FLORIDA:

- FL SR-87 to AL SR-41 to Exit 77 to I-65 NORTH

FROM GENEVA AND WALTON/HOLMES/BAY COUNTY FLORIDA:

- FL 189 to AL SR-137 to US-29 to US 331 to I-65 NORTH
- FL SR-85 to AL US-331 to US-80 to I-65 NORTH

FROM MISSISSIPPI LINE TO ALABAMA:

- I-20/59 to Tuscaloosa

FROM HOUSTON COUNTY:

- US-231 to Montgomery
- US-431 to Auburn/Opelika

State Employee Discount for Disney on Ice: Print Order Form Below!



Oct. 29 - Nov. 2, 2008

STATE EMPLOYEES of ALABAMA

BIRMINGHAM

Prime Seat Tickets at Discounted Prices

(Discounts Exclude Adventure, Rinkside & VIP Seats)

Catch the next ride to laugh-out-loud fun as hosts Mickey and Minnie Mouse take you on a trip to the park in *Disney On Ice* presents a *Disneyland[®] Adventure*. Swing to the beat on the Jungle Cruise™ with Baloo; have a blast with Buzz Lightyear on Space Mountain™ and take a wild spin on the Mad Tea Party™ with Alice and the Mad Hatter! You'll see Snow White and Cinderella during the Main Street U.S.A. parade and thrill to "Incredible" edge-of-your seat excitement when everyone's favorite superhero family shows up to save the day!



Contact Name: _____ Organization Name: **STATE EMPLOYEES of ALABAMA**
 Address: _____ City/State/ZIP: _____
(Address where tickets should be sent.)
 Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____
E-mail, Phone, and Fax might be necessary to contact you about your order.
 E-mail Address: _____ FAX #: _____
☐ NO, do not send special offers and/or advance show information via e-mail.

Prime Seat Tickets for STATE EMPLOYEES of ALABAMA

PRIME TICKETS - regularly priced \$25 - End Sections, rows F-and up and Side Sections, rows F-M

Opening Night Special* Order Early for Best Seats (*Excludes Adventure, Rinkside & VIP seats)					
Best Available Seating sold on a <i>first-come, first-served</i> basis.					
Wednesday, October 29, 2008	7:00 PM	*ALL SEATS	<input type="checkbox"/> \$13.00	x #	= \$
ENDS & LOWER SIDES					
Thursday, October 30, 2008	7:00 PM	<input type="checkbox"/> \$13.00	x #	= \$	
Friday, October 31, 2008	7:00 PM	<input type="checkbox"/> \$21.00	x #	= \$	
Saturday, November 1, 2008	11:00 AM	<input type="checkbox"/> \$21.00	x #	= \$	
Saturday, November 1, 2008	6:30 PM	<input type="checkbox"/> \$21.00	x #	= \$	
Sunday, November 2, 2008	2:00 PM	<input type="checkbox"/> \$21.00	x #	= \$	

Above prices reflect \$1 facility fee. Children 2 and older must purchase a ticket!

Handling fee : \$ 6.00

Fax-Back Order Deadline: Fri., October 17, 2008

TOTAL AMT DUE: \$

Fax-Back orders received after Fri., Oct. 17 may be held at the BJCC Arena Group *Win-Call Window* for pick up one-hour prior to show time! You will be notified if you order is at the *Group Win-Call Window*. Photo-ID required at the BJCC Arena Group *Win-Call Window*.

Special Accommodations

No. Wheelchair Seats _____

No. Companion Seats _____

CHARGE TICKETS Fax-Back to 1-888-587-1475

☐ American Express ☐ Discover ☐ MasterCard ☐ VISA

Card # _____

Exp Date _____

Signature: _____

Name On Card: _____

OR

ORDER ONLINE THRU **ticketmaster**

PRINT TICKETS AT YOUR DESK**

GO TO: <http://www.ticketmaster.com/promo/vu9ae>
 Remember to enter the code **G5** when purchasing through Ticketmaster to receive your discount. This offer is not available at the Philips Arena Box Office or Ticketmaster Outlets. Online orders will be charged a 10% Convenience fee (min. \$1.00 per ticket) plus a \$3.35 Processing fee (per order) plus a \$2.50 ** ticketFast™ delivery fee (per order) when you print tickets at your desk.

To print more copies of this form, go to:

www.groupticketsplus.com/birmingham/alemployees.pdf

For arena map and directions, go to: www.GroupTicketsPlus.com

Group Tickets Plus, Inc.

3020 Roswell Road, NE - Suite 200, Marietta, GA 30062

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The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified state employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

*adopt and amend rules and regulations;

*adopt and modify classification and pay plans;

*hear the appeals of employees who have been dismissed;

*represent the taxpayers' interest in the improvement of personnel management in the state; and

*advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system and to serve as a resource for State employees and the citizens of Alabama!

The State Personnel Board is scheduled to meet on October 22, 2008 at 10 a.m. in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests



To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those State employees who are in need of donated leave. The following individuals need your help:

- ◆ Glenda Adams with Public Health;
- ◆ Gayle Allen with Human Resources;
- ◆ Rachel Babb with Rehabilitation Services;
- ◆ Rosie Battle with Medicaid;
- ◆ Cassandra Belyeu with Tourism and Travel;
- ◆ Erinn Bisson with Revenue;
- ◆ Yvonne Brown with Public Health;
- ◆ Avis Buford with Human Resources;
- ◆ JenaAnne Campbell with Corrections;
- ◆ Winifred Cannon with Mental Health;
- ◆ L'Erin Carlis with Public Safety;
- ◆ Tiffany Carrington with Examiners of Public Accounts;
- ◆ Bessie Carter with Mental Health;
- ◆ Krystalin Church with Transportation;
- ◆ Joni Coman with Revenue;
- ◆ John Connell with Conservation;
- ◆ Michael Daniels with Transportation;
- ◆ Teresa Deairy with Public Health;
- ◆ Cynthia Dominiques with Corrections;
- ◆ Patricia Donaldson with Transportation;
- ◆ Angela Dowling with Education;
- ◆ Vicki Elliott with Human Resources;
- ◆ James Farris with Revenue;
- ◆ Mary Flowers with Human Resources;
- ◆ Merinda Foster with Transportation;
- ◆ Clara Frost with Mental Health;
- ◆ Jacqueline Gaines with Human Resources;
- ◆ Kenneth Golson with Finance;
- ◆ Jennifer Greenslade with Rehabilitation Services;
- ◆ Gloria Higgins with Human Resources;
- ◆ Jessica Ivy with Mental Health;

- ◆ LaDonna Jackson with Transportation;
- ◆ Larry Jackson with Corrections;
- ◆ Jessica Johnson with Mental Health;
- ◆ Tammye Johnson with Revenue;
- ◆ Michelle Johnston with Human Resources;
- ◆ Kristi Jones with Conservation;
- ◆ Bobbie Angie Jones with Public Health;
- ◆ Andrew King with Transportation;
- ◆ Elizabeth LeCroy with Revenue;
- ◆ Carmen Leonard with Transportation;
- ◆ Changlan Li with Revenue;
- ◆ Maketa Longmire with Mental Health;
- ◆ Bobby Lusk, Jr. with Transportation;
- ◆ Brenda Lyles with Transportation;
- ◆ Joseph Mallard with Transportation;
- ◆ Joe Marshall with Youth Services;
- ◆ Joe Marvin, III with Transportation;
- ◆ Donald Matson with Insurance;
- ◆ Frankie McLaney with Corrections;
- ◆ Maria Melendez with Public Health;
- ◆ Barbara Mills with Human Resources;
- ◆ Mary Mitchell with Mental Health;
- ◆ Shannon Mitchell with Public Health;
- ◆ Annie Mobley with Human Resources;
- ◆ Melissa Moncrief with Education;
- ◆ Erica Moulds with Education;
- ◆ Patricia Mulcahy with Environmental Management;
- ◆ Chiquita Murrell with Transportation;
- ◆ Gabrielle Nikolic with Environmental Management;
- ◆ Tracy Parks with Human Resources;
- ◆ Teresa Parnell with Transportation;
- ◆ Eleanor Rene Pearson with Public Health;
- ◆ Eugene Perry with Pardons & Paroles;
- ◆ Amy Pickett with Industrial Relations;
- ◆ Tomika Pippins with Corrections;
- ◆ Regina Portis with Mental Health;

- ◆ Misty Price with Public Safety;
- ◆ Barbara Pritchett with Human Resources;
- ◆ Debra Pruitt with Industrial Relations;
- ◆ Florence Randolph with Transportation;
- ◆ Stephanie Reynolds with Mental Health;
- ◆ Martha Roberts with Public Health;
- ◆ Tamara Rogers with Transportation;
- ◆ Steve Rogers with Transportation;
- ◆ Bonnie Russell with Transportation;
- ◆ Stephanie Sammons with Transportation;
- ◆ Nadria Sanders with Public Safety;
- ◆ Florence Saxton with Transportation;
- ◆ Sandra Scott with Public Health;
- ◆ Dawn Sladek with ABC Board;
- ◆ Valerie Smallwood with Human Resources;
- ◆ Melanie Smith with Education;
- ◆ Holly Smith with Human Resources;
- ◆ Patricia Smith with Human Resources;
- ◆ Jacqueline Stokes with Human Resources;
- ◆ Delois Thomas with Mental Health;
- ◆ Carl Thornell with Corrections;
- ◆ Anya Tolbert with Revenue;
- ◆ Timothy Townsend with Revenue;
- ◆ Gregory Tubbs with Transportation;
- ◆ Melissa Turner with Human Resources;
- ◆ Delicia Vinson with Transportation;
- ◆ Roxanne Weaver with Mental Health;
- ◆ Martina Willis-McCullough with Rehabilitation Services;
- ◆ Andrea Brook Wray with Public Health; and
- ◆ Kari Yeager with Examiners of Public Accounts.

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or [download](#) it from the State Personnel website.